HOW TO LOAD MONEY ONTO YOUR POLYCARD
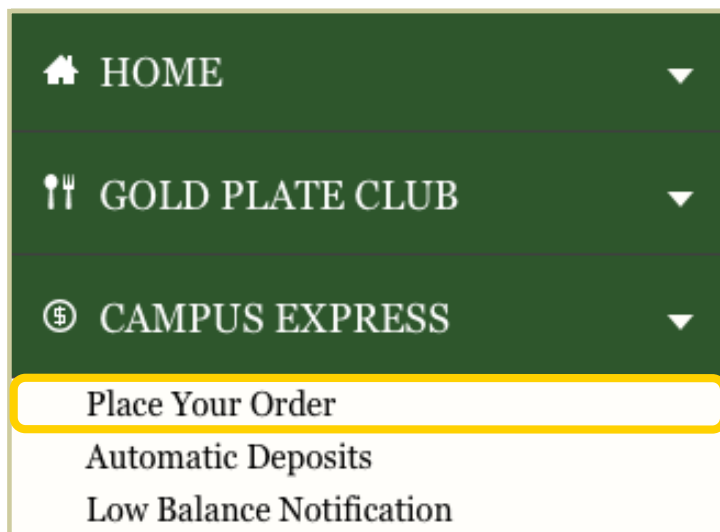
1 Open your portal, click on **Money Matters**
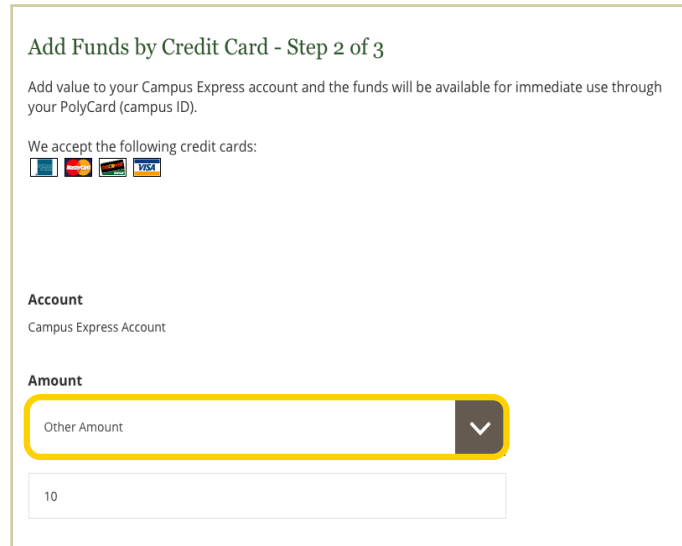
CAL POLY | My Portal

Home | Academics | **Money Matters**
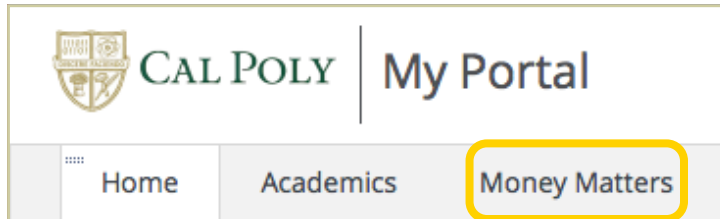
2 Scroll down and click **Go to My Account or Place Order**

Campus Express or Gold Plate Meals

Go to My Account or Place Order

At your Dining Account Services account you can:

- Purchase Gold Plate Meals
- Add Value to Campus Express
- View Dining Plan / Campus Express Account Balances

For more information about Cal Poly Dining, please visit http://www.calpolydining.com

3 Under Campus Express select **Place Your Order**

- ⌂ HOME ▾
- 🍴 GOLD PLATE CLUB ▾
- 💲 CAMPUS EXPRESS ▾
  - **Place Your Order**
  - Automatic Deposits
  - Low Balance Notification

4 Follow **Steps 1 to 3** on the screen and you're done! *Select **Other Amount** for options less than $20*

Add Funds by Credit Card - Step 2 of 3

Add value to your Campus Express account and the funds will be available for immediate use through your PolyCard (campus ID).

We accept the following credit cards:

Account
Campus Express Account

Amount

Other Amount

10

*Make sure to use the correct billing address and press **Pay** when you're done*

Billing Information   * Required field

First Name *
Last Name *
Address *
City *
Country *   United States of America
State/Province *   California
Zip/Postal Code *
Phone Number *
Email *   mchan32@calpoly.edu

Your Order

Total amount $20.00

Payment Details 🔒

Card Type *
○ VISA Visa   ○ MasterCard
○ AMEX Amex   ○ Discover

Card Number *

CVN   This code is a three or four digit number printed on the back or front of credit cards.

Expiration Date *

Cancel   **Pay**

CAL POLY
Robert E. Kennedy Library